

Searles School and Chapel

Windham Historic Commission 3/1/2016 Meeting Minutes

Attendees: Marilyn Bailey, Peter Griffin, Sally D'Angelo, Betty Dunn, Fred Linnemann, John Mentuck and Selectmen Liaison Joel Desilets.

Secretary Fred Linnemann called the meeting to order at 7:05 PM at Searles School and Chapel.

Every member had received an email copy of the Agenda and Betty reported that she had posted the meeting with the Town Administration Office.

Secretary Fred had called the meeting to

- 1) Review Action Items from WHC 1/28/2016 Meeting
- 2) Support for Searles Function Coordinator Donna for the Wedding Fair 2016, on March 12, 2016 11-3pm.
- 3) Discussion of Draft By-Laws and the WHC's future
- 4) Discussion of the recognition of Marion and George Dinsmore and also Margaret Case
- 5) Other New Business

Secretary's Report:

The Windham Historic Commission Minutes – 1/28/2016_Draft was reviewed and accepted with the amendment to add the discussion of future recognition all the work by the George and Marion Dinsmore as well as Margaret Case.

Treasurer's Report: -The need for such a report was discussed later in the meeting with the decision that the duties would be handled by the Chair as the Town processes all the funds and expenses. The necessary report can be obtained from the Town Administration Office.

Correspondence:

Betty and Peter reported that they had received notification and invitation for the WHC to attend a joint meeting with the Historic District Committee, Historical Society and the Museum Committee meeting to be held at the Museum March 7, 2016 at 7PM for open/sharing discussions.

Peter reported that he had a discussion with Dave Sullivan regarding WHC By-Laws which going to be on the selectmen agenda on Monday, March 7th.

Betty reported that she had been contacted by Selectman Al Latizio, Jr. on the same topic emphasizing that the WHC needed to generate by-laws as a town committee and he plan to put this on the selectmen's agenda on Monday, March 7th.

Old Business:

1) Review Action Items from WHC 1/28/2016 Meeting

- a) Updated roster – *An updated roster had been sent out prior to the meeting.* The Commission requested that the roster be updated to include Selectmen Liaison Joel Desilets phone number and email address and have the Roster renamed Windham Historic Commission and Associates Roster.
- b) Fred to notify Betty as the Commission's main contact with Donna. -*Completed.*
- c) Donna to put up a display/table at the primary polls on February 9th. *Completed*
- d) Donna to email Secretary Fred the Maintenance List generated by past president Marion Dinsmore. - *Completed*
- e) Donna will contact maintenance to check of maintenance items outstanding and completed. – *Still TBD*

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- f) Secretary Fred to contact Margaret for information on donations, grants and schedules. *Fred reported that he had several email correspondences, a telephone conversation and that he and Margaret are meeting next Monday, March 7th.* Fred's trying to get an understanding of the status of the windows (see attachment), what they cost, each grant received and the amount and window or other project they went to (i.e. parking lot, paved walkway at West Room rear entrance, and estimates for other windows from John Misci (if any).
- g) Secretary Fred to contact Marion Dinsmore to see if she would support a WHC history. - *Completed - Marion will support such an effort at a later time.*

2) Support for Searles Function Coordinator Donna

Betty, as coordinator, will contact Donna to see what support she needs for the Wedding Fair 2016, on March 12, 2016 11-3pm, the Display at Elections on March 8th and any other issues Donna has.

3) Discussion of Draft By-Laws and the WHC's future

The Commission reviewed the 5th draft of the Searles By-Laws. Several changes were made including

- Section III J) adding - Subcommittee members may include members of the greater Windham Community,
 - The WHC believed that by adding members of the greater Windham Community to some subcommittees, the promotion of the use of Searles and other tasks would be better served and help other community members more involved with Searles.
- Section IV C) - yearly election of officers will be in April,
- Section IV D) 1.b) adding to the duties of the Chair the task of obtaining financial and operational reports from the town administration for presentation and discussion at each relevant meeting.
 - Obtaining monthly financial and operational reports from the town administration would keep the WHC members informed about the status of income and expenses would help in our planning and goals and avoid the need of a treasurer.
- Section V: Waivers was added back into the By-Laws.

Motion was made by Peter, seconded by Betty to accept the by-laws as amended. Motion passed 7 – 0. Betty will generate changes and forward to WHC members and David Sullivan.

4) Maintenance Issues

Secretary Fred reported that he was unable to get a totally readable copy of the maintenance list so regenerated the list as best as possible. He explained that he did not discuss it with Windham Town Maintenance Administration Director. David Poulson or Windham Town Maintenance Project Director Jack McCartney as it wasn't current; it appeared that several items had been completed. He had sent an email copy to Donna and would discuss the maintenance list with her prior to any discussions with Dave or Jack.

Fred passed out a copy of the maintenance list sheet which he had emailed the members earlier today for inputs and suggested that maintenance items be tracked using a spreadsheet with similar headings. (Track Number and Priority was added after the discussion.

<u>Maintenance Tracking Number</u>	<u>Searles Maintenance/ Other Item</u>	<u>Date Identified</u>	<u>Date Closed</u>	<u>Issue Raised BY:</u>	<u>Person Initially Assigned</u>	<u>Person Completing Task:</u>	<u>Date Completed</u>	<u>Priority</u>	<u>Comments</u>

Selectmen Liaison Joel Desilets stated that the town administration was trying to set up a maintenance tracking system for all of its buildings. Having a priority on each maintenance item would help planning and schedule maintenance issues throughout the town. Secretary Fred brought up the Schoolroom Backdoor (alarm issue). The building alarm system is not being set as the connections on the Schoolroom Backdoor Alarm have not been fixed.

The Commission brought up a need that we felt important and needed to be addressed. We have no visibility into what maintenance & custodial tasks are being done at Searles, when it's being done and if it cost Searles Special Revenue fund. Supposedly the town administration had worked on this but we haven't received anything.

5) Recognition of Marion and George Dinsmore and Margaret Case

Discussion was brief and tabled for a later meeting.

New Business:

- 1) Tracking of Building Income, Marketing expenditures and new projects.
 - The need for WHC to track these items for planning purposes was discussed. The task of obtaining monthly financial and operational reports (by the Chair in the new BY-Laws) from the town administration would keep the WHC members informed about the status of income and expenses and would help in our planning and goals and avoid the need of a treasurer.

2) Other New Business

No other new business was presented.

It was agreed that the Next Meeting will be on Thursday, 3/24/16 at 7P.M at Searles School and Chapel.

Meeting Action Items are identified by (#).

Meeting adjourned at 9:27 PM.

Respectfully submitted,

Frederick Linnemann

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Secretary

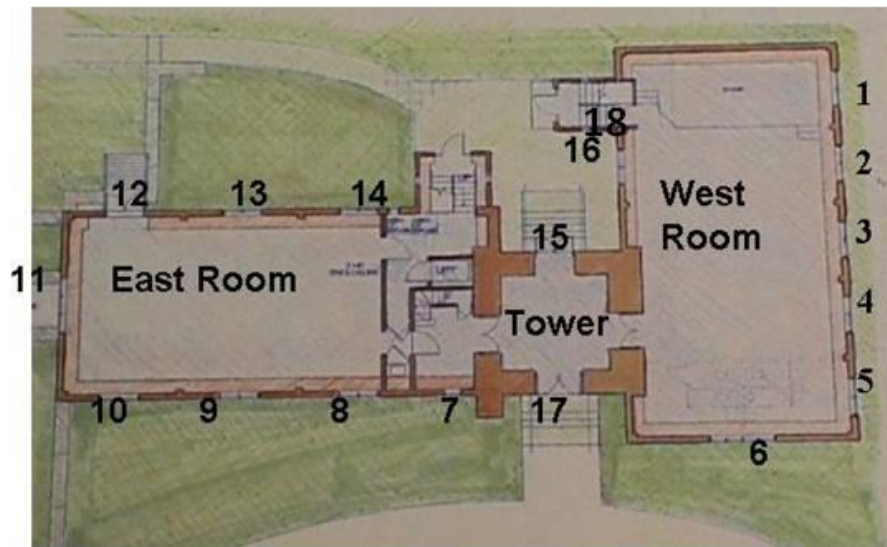
Windham Historical Commission

Phone: 603-432-5698

Cell: 603-553-5699

Email: fglinnemann@myfairpoint.net

SEARLES STAINGLASS WINDOW RESTORATION STATUS



West Room & Tower Windows

W1. . Needs Restoration
W2. By Cogswell Benevolent Trust
W3. Remodeled by Friends of Searles
4W. In Memory of Moria Webber Teacher in this room
W5. Needs Restoration
W6. Needs Restoration
W16. Needs Restoration
W18. By Bill & Kathy Wallace
T 15. By Leo and Jean Shellchock
T17. In Memory of Mr. Robert Thorndike by Salem Co-operative Bank

East Room Windows

E7. Needs Restoration – window is broken
E8E11. Methuen Festival of Trees and Windham Historical Committee
E9. In Memory of the Honorable Patricia Skinner
E10. By NH State Council of the Arts Grant
E11. By A Grant by the Methuen Festival of Trees and Windham Historical Committee
E12a. In Memory of Robert Skinner
12.b. Searles rental funds
E13. Remodeled thru Searles Rental Funds
E14. E13. Remodeled thru Searles Rental Funds